

Annual Library Data Survey 2019/20

1. The California Community Colleges Chancellor's Office Annual Library Data Survey is the instrument used to fulfill the mandate pursuant to California Code of Regulations, Title 5, Division 6, Chapter 6, Subchapter 9, Section 55800.

Please select today's date (mm/dd/yyyy).

10/16/2020

2. GENERAL INFORMATION

1. Select the California Community College District.

Chabot-Las Positas

3. General Information (p2 continued)

2. Select the California Community College.

Las Positas College

4. GENERAL INFORMATION (p3 Continued)

3. Enter the contact information for the Library Program Director or Administrator:

First Name

Tina

Last Name

Inzerilla

Title

Library Coordinator

E-Mail

tinzerilla@laspositascollege.edu

Telephone Number (xxx-xxx-xxxx)

925-424-1158

Telephone Ext

4. As the Library Program Director/Administrator, are you the person that completes this survey?

Yes

2. Enter the contact information for the person completing this survey.

First Name

Last Name

Title

E-Mail

Telephone Number (xxx-xxx-xxxx)

Telephone Ext

5. LIBRARY FACILITIES

5. What is the net assignable area (square feet) of the Library?

Only include space dedicated for library operations regardless of budget source.

17983

6. Number of Library controlled areas.

Only include areas that are:

1) controlled by the Library or

2) where the Library is responsible for scheduling the use of the area or activity.

Enter "0" if the Library does not control any rooms in a particular category.

Classrooms : 2

Computer Workstations (include tablets & laptops) : 163

Study Rooms : 11

Computer Laboratories : 2

Total : 178

7. Identify any campus departments and services, such as writing center, tutoring center, etc. with dedicated spaces located within the main library--not controlled by the library. Check all that apply.

Other - Write In (Required): None

8. Total number of seats in main Library (and all areas controlled by the Library).

417

9. How many satellite locations/centers (not on main campus) is the library responsible for?

0

If there are satellite locations/centers, what is the number of Library controlled spaces at those satellite locations/centers (not on main campus).

Only include spaces that are:

controlled by the Library or

where the Library is responsible for scheduling the use of the space or activity

Enter "0" if the Library does not control any spaces in a particular category.

Total : 0

6. LIBRARY PERSONNEL

10. Who has the primary responsibility for the day-to-day operation of the Library?

Faculty Chair / Coordinator / Director

11. Indicate the type of degree held by the day-to-day administrator.

Ph.D. in Library Science

12. Identify the release / reassign percent as compensation granted to Library Faculty, Coordinators or Department Chairs for administrative responsibilities. Enter "0" if this does not apply. Other types of compensation can be entered in the following questions.

27%

13. Identify the dollar amount of stipend as compensation granted to Library Faculty, Coordinators or Department Chairs for administrative responsibilities. Enter "0" if this does not apply. Other types of compensation can be entered in the following question.

\$0.00

14. Identify the other compensation granted to Library Faculty, Coordinators or Department Chairs for administrative responsibilities not specified in the previous answer. This answer field will accept text. Enter "none" if not applicable.

none

15. Enter the number of personnel working in the Library (headcount, not FTE). Enter "0" in categories with no personnel.

Librarians (full-time) : 5
Librarians (part time) : 4
Classified Staff (Library Technicians) : 3
Classified Staff (Other Classified) : 0
Classified Staff (part time Library Technicians) : 0
Classified Staff (part-time Other Classified) : 1
Students : 6
Total : 19

16. Total FTE in FY 2019-20?

(1 FTEF = full-time equivalent faculty [full-time load for a librarian])

To compute FTE for employees, take the number of hours worked by employee and divide it by the number of hours considered by the reporting Library to be full-time work in the category (usually determined by a bargaining unit contract).

For example: an employee who worked 10 hours/week

A part-time librarian has a 35 hour contract week that would compute to: $10/35 = .29$ FTE

A full-time librarian has a 40 hour contract week that would compute to: $10/40 = .25$ FTE

Faculty : .61

Classified Staff : 1

17. Approximate total number of student assistants per typical week (FTE) in Fall 2019?

Divide total # of hours students worked by 40 hours a week

1

7. LIBRARY EXPENDITURES

18. Physical book expenditures

Are the physical book expenditures data available?

Yes, data are available

If data are not available, please explain why:

19. Physical Book expenditures (In Dollars). Enter "0" for categories with no expenditure.

Physical books are defined as non-periodical printed publications bound in hard or soft covers or in loose-leaf format.

General Fund (state apportionment) : \$0

SEA- Student Equity & Achievement fund (Equity, Basic Skills, SSSP) : \$0

Instructional Equipment : \$0

Perkins : \$0

Lottery : \$0

Other : \$16213

Total : \$16213

Specify Source of Other: Measure A Bond

20. E-Book expenditures

Are the E-Book expenditures data available?

Yes, data are available

If data are not available, please explain why:

21. E-Book expenditures: These are purchased/owned e-books. Do not include subscription-based sets. Enter "0" in categories with no expenditures.

General Fund (state apportionment) : \$0

SEA- Student Equity & Achievement fund (Equity, Basic Skills, SSSP) : \$0

Instructional Equipment : \$0

Perkins : \$0

Lottery : \$0

Other : \$8265

Total : \$8265

Specify Source of Other: Measure A Bond

22. Physical Audiovisual Media Expenditures

Are the Physical Audiovisual Media Expenditures data available?

Yes, data are available

If data are not available, please explain why:

23. Amount of Physical Audiovisual Media Expenditures for purchases. Enter "0" for categories with no expenditures.

*** AV Purchased A/V Media is defined as videotapes, DVDs, CDs, films on reels, streaming media, audio-cassettes, audio-cartridges, audio-disks, talking books, etc. that the library owns. Note streaming media are online A/V media and not physical media. Online A/V expenditures can be entered in the next question.**

Purchases:

General Fund (state apportionment) : \$653

SEA- Student Equity & Achievement fund (Equity, Basic Skills, SSSP) : \$0

Instructional Equipment : \$0

Perkins : \$0

Lottery : \$0

Other : \$500

Total : \$1153

Specify Source of Other: LPC Foundation

24. Online Audiovisual Media Expenditures

Are the Online Audiovisual Media Expenditures data available?

Yes, data are available

If data are not available, please explain why:

25. Amount of Online Audiovisual Media Expenditures for purchase (In Dollars). Enter "0" for categories with no expenditures. Purchased online A/V Media includes any digital video, audio, or image files that the library owns.

*** AV Purchased A/V Media is defined as videotapes, DVDs, CDs, films on reels, streaming media, audio-cassettes, audio-cartridges, audio-disks, talking books, etc. that the library owns. Note streaming media are online A/V media and not physical media.**

General Fund (state apportionment) : \$0

SEA- Student Equity & Achievement fund (Equity, Basic Skills, SSSP) : \$0

Instructional Equipment : \$0

Perkins : \$0

Lottery : \$0

Other : \$3410

Total : \$3410

Specify Source of Other: Measure A Bond

26. Print Periodical Subscriptions Expenditures

Are the Print Periodical Subscriptions Expenditures data available?

Yes, data are available

If data are not available, please explain why:

27. Print Periodicals are defined as publications in any medium intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, includes newspapers. Enter "0" for categories with no expenditures.

General Fund (state apportionment) : \$1182

SEA- Student Equity & Achievement fund (Equity, Basic Skills, SSSP) : \$0

Instructional Equipment : \$0

Perkins : \$0

Lottery : \$0

Other : \$5130

Total : \$6312

Specify Source of Other: : Measure A Bond

28. Online Database Subscriptions Expenditures

Are the Online Database Subscriptions Expenditures data available?

Yes, data are available

If data are not available, please explain why:

29. Online Database Subscriptions- Online content providers for published journals, magazines, reports, documents, newspapers, e-books, image collections, and streaming media. Enter "0" for categories with no expenditures.

General Fund (state apportionment) : \$0

SEA- Student Equity & Achievement fund (Equity, Basic Skills, SSSP) : \$0

Instructional Equipment : \$0

Perkins : \$0

Lottery : \$0

Other : \$207940

Total : \$207940

Specify source of other: : Measure A Bond

30. What was the library's total expenditures in 2019/20 excluding salaries and benefits (include general fund, SEA, Perkins, Lottery, etc.)

Are data available for library's total expenditures?

Yes, data are available

If data are not available, please explain why:

Total expenditures for 2019/20.

245854

8. LIBRARY COLLECTION

31. Age of Collection - What percentage of the physical collection was published in the following year ranges? Percentages should sum to 100.

Before 2000 : 43%

Between 2000 and 2010 : 40%

After 2010 : 17%

Total : 100%

32. Number of TITLES of print books purchased in 2019/20?

Are data available for number of titles of print books purchased?

Yes, data are available

Titles purchased in 2019/20.

291

If data are not available, please explain why.

33. Number of the following in the collection as of June 30, 2019?

Physical Audiovisual Materials (titles) : 7258

EBooks (owned) : 195773

Print Periodical Subscriptions : 50

Print Book Titles : 28687

Technology (desktops, laptops, iPads, tablets) : 163

Total : 231931

34. Number of the following added to the collection in 2019/20?

Physical Audiovisual Materials (titles) : 49
EBooks (Owned) : 101
Print Periodical Subscriptions : 0
Print Book Titles : 291
Technology (desktops, laptops, iPads, tablets) : 0
Total : 441

35. Does the Library have textbook reserves?

Yes

36. Identify the sources of the textbooks. (Check all that apply)

Other

Specify Other: : Measure A Bond

37. What is the amount of textbook expenditures in 2019/20

Are data available for textbook expenditures?

Yes, data are available

Textbook expenditures in 2019/20.

6155

If data are not available, please explain why.

9. LIBRARY SERVICES

38. Enter the gate count for the Library

Are gate count data available?

No, data are not available

Report the number of people entering the Library in 2019/20 (include people attending activities and meetings as well as those requiring no staff services).

If data are not available, please explain why.

broken gate

39. Number of hours open per day in a typical week during Fall 2019?

Hours of operation e.g.: 7:00 am - 6:00 pm = 11 hours

Total # of Hours. Enter "0" for any days the Library is closed.

Monday : 14
Tuesday : 14
Wednesday : 14
Thursday : 14
Friday : 8
Saturday : 7
Sunday : 0
Total : 71

40. Do you have a Winter session?

No

If yes, indicate the number of hours open per day during a typical week in your Winter inter-session.
Hours of operation e.g.: 7:00 am - 6:00 pm = 11 hours

Total # of Hours

41. Number of hours open during a typical week in your Summer session?
Hours of operation e.g.: 7:00 am - 6:00 pm = 11 hours

Total # of Hours

- Monday : 7
- Tuesday : 7
- Wednesday : 7
- Thursday : 7
- Friday : 0
- Saturday : 0
- Sunday : 0

42. Are full library services available when classes are not in session?

No

43. Is a librarian on duty every hour the Library is open for the indicated terms?

	Yes	No	Not Applicable
Fall	X		
Spring	X		
Summer	X		
Winter			X

44. Is Online Reference Service provided 24 hours?

Yes

45. If Yes, enter the hours/week your librarians contribute to Online Reference Service?

0

46. Reference Transactions

A reference transaction is an information contact that involves the use, recommendation, interpretation, or instruction in the use of one or more information sources, or knowledge of such sources, by a member of the reference/information staff.

Do not include:

- directional/operational questions, such as directions for locating restrooms, carrels or telephone, or library staff locating materials for which the user has the call number;
- supplying materials such as paper and pencils
- assisting users with the operation of printers and photocopiers

a. Number of Reference Transactions in 2019/20

1801

b. Indicate if the number of the reference transactions reported is actual or estimated.

Estimated

47. Number of Circulation Transactions? Enter "0" in categories with no transactions.

Books and other materials: Report the circulation of all books, periodicals and audiovisual media for which a loan record is created. Do not include reserve materials.

Reserves: Report all reserve loans, including books and photocopied materials.

Print Book Titles : 2243

Book Reserves : 5624

In-House Use : 1844

Audiovisual (A/V) Periodicals : 602

Periodicals : 73

eBook Titles : 0

Technology (desktop computers, laptops, iPads, tablets) : 6104

Other : 0

Total : 16490

For circulation transactions counted in "Other" please specify: :

48. Number of Interlibrary Loan (ILL) transactions? Enter "0" in categories with no transactions.

Transaction in which library materials or copies of library materials are made available by the library to another upon request. Examples of ILL requests include OCLC, ALA form or patron initiation.

Inter library loan services

Total inter-library loans and documents provided to other libraries : 0

Total inter-library loans and documents received from other libraries : 0

Total : 0

49. Orientations, Tours, Workshops and Lectures for students.

Include all library orientations, tours, workshops and lectures for students given in the Library, other classrooms and other areas on campus. Enter "0" in categories with no activity.

a. number of the following in 2019/20:

Course-specific instruction Sessions/Orientations : 206

Tours : 2

General Workshops : 99

Other : 62

Total : 369

If Other, please specify: : Class visits - led by non-librarian faculty

b. Student Participants in activities in previous question (total):

6594

50. Identify if any of these are offered synchronously online, facilitated by a librarian:

Course specific instruction sessions/orientations

General Workshops

Student participants (total--if known):

130

51. Library Instruction Credit Courses

Include all Library related courses taught by library faculty in 2019/20, whether they are in the library or another location on campus.

Indicate the number of the following:

Courses offered : 1

Course Sections offered : 3

Duplicated students enrolled in sections past census : 57

52. Enter any additional comments you would like to provide.

n/a

10. OTHER INFORMATION

Please share any questions that should be considered as additions to this survey that identify/validate the impact of Library and

Learning Resources Programs on students.

Add the question(s) under the associated survey section.

Library Facilities

Library Personnel

Library Expenditures

Q1 : requests too much duplicate data

Library Collection

Library Services